



York County Sheriff's Office

Position: Major of Operations
Status: Full-time with benefits
FLSA: Exempt (Salary)
Union: Non-Union
Rate of Pay: TBD During interview/hiring process
Reports to: Chief Deputy

Purpose of the Position

This position is responsible for the coordination of all activities within the Patrol Division as well as shared responsibilities within the Corrections Division.

Scope/Supervision

This position works under the general supervision of the Chief Deputy, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, policies and applicable state laws.

Responsibilities and Examples of Duties

1. Be committed to the mission of the Sheriff's Office and the County and work as a member of a team in the performance of duties.
2. Be punctual for scheduled work and use time appropriately.
3. Perform required amount of work in a timely fashion with a minimum of errors.
4. Maintain a neat and professional appearance and demeanor.
5. To assure quality in work performed in order to facilitate the delivery of quality services.
6. Maintain confidence and protect the Sheriff's office and the County by keeping information concerning clients, personnel and Sheriff's/County Operations confidential.

Key Expected Results

1. Ensure the effective patrol operations by managing the Patrol Services Division and assisting with the operations of the Corrections Division as needed.
2. Guides department decision by establishing, monitoring and enforcing policies and procedures.
3. Advises Sheriff and Chief Deputy on all law enforcement division promotions.
4. Completes operational requirements by scheduling and assigning employees; following up on work results.
5. Maintains Patrol staff by recruiting, recommending, orienting and training employees.
6. Maintains patrol staff by coaching, counseling and disciplining employees; planning, monitoring, and appraising job results. Review and complete employee evaluations as appropriate.
7. Assists the rural communities of York County by developing and managing contracts for police services.
8. Ensure specialty services for the County by managing the Emergency Services Unit and Canine Patrol.
9. Assists the communities in the County by serving as community liaison to town managers and selectmen.
10. Assists the Sheriff by addressing citizen's questions regarding policing service to town meeting and other informed settings.
11. Assists citizens who have complaints against Patrol by investigating such complaints and taking corrective action when required.

12. Assists the Sheriff by serving as a member of the Sheriff's collective bargaining team in evaluation union proposals.
13. Ensures quality departments by providing recommendations on policy development issues.
14. Ensures accurate database by developing and maintaining data on the progress and productivity of projects and officers within the Division.
15. Achieves financial objectives by assisting in the preparation of the Sheriff's Office law enforcement budget; scheduling expenditures, analyzing variances; initiating corrective actions.
16. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional associations.
17. Ensures quality training for all Patrol members by coordinating all required and specialty training.
18. Ensures quality firearms use and safety by managing departmental firearms training and qualifications.
19. Contributes to team efforts by accomplishing related results as needed.
20. Supports the County's safety and health policies by attending required safety training programs; reporting all accidents and suspected safety hazards to supervisor.

Knowledge, Skills and Experience

Candidates must have a working knowledge of federal, state and local laws pertaining to police operation and tactics. An Associates Degree in Criminal Justice or related field is preferred. Completion of Basic Police School at the Maine Criminal Justice Academy. Excellent written and verbal communications skills. Equivalent related supervisory experience and/or training maybe substituted for education on a year by a year basis. Experience in financial management at a management level preferred. Ten years of law enforcement experience preferred. Progressive managerial experience preferred.

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and use hands to finer a standard and laptop computer keyboard, use a computer, a mouse, use a mobile and portable radio, telephone, fax, printer, copier, cell phone, tape recorder, first aid equipment, hand gun, urban rifle, impact weapons, tire deflation devices, hand cuffs, pepper spray and radar.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. Required to operate a cruiser daily with a valid driver's license.

Applications for this position can be picked up at the York County Sheriff's Office located at 1 Layman Way, Alfred, Maine 04002 or from the York County Government Website:

www.yorkcountymaine.gov

York County is an Equal Opportunity Employer

This posting will expire on Sunday, December 14, 2014.

